

MEETING #33 – September 11

At a Regular Meeting (#1) of the Madison County Board of Supervisors on September 11, 2018 at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
Charlotte Hoffman, Member
Kevin McGhee, Member
Amber Foster, Member
Jack Hobbs, County Administrator
Mary Jane Costello, Asst. County Administrator/Finance Director
Frank Thomas, Interim County Attorney
Jacqueline S. Frye, Deputy Clerk

Call to Order

Pledge of Allegiance & Moment of Silence

(Reflection on Anniversary of 9-11 Attack and Robert (Bill) Campbell (former MBOS Member))

1. Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that a quorum was established.

Chairman Jackson called for the following additions to today's Agenda:

- *3a - Commissioner of the Revenue*
- *3b - Treasurer's Office*
- *4c- Resolution to Declare a Local Emergency*
- *5a - Piedmont Episcopal Church (Festival Permit)*
- *9c- Madison PRA - Surplus Vehicle Request*
- *11b - CSB (Supervisor Foster)*
- *11c - Pre-Application Discussion (Supervisor Weakley)*

Supervisor McGhee moved that the Agenda be approved as amended, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

2. Public Comment:

Chairman Jackson opened the floor for public comment.

The following individual(s) provided comment(s):

- Joe May: Referred to "Bill" Campbell's current health condition (i.e. heart failure); expressed appreciation for the service that Mr. Campbell provided to Madison County while serving as an elected official; encouraged folks to be mindful of the importance of having a living will; encouraged the Board to request that VDOT clean the culverts on Lost Valley and Garth Run Road, which are overflowing from heavy rains; expressed disappointment that nothing has or will be done on Whippoorwill Road.

After discussion, it was the consensus of the Board to request that the County Administrator contact Joel DeNunzio of VDOT to assess the issues with culverts at Lost Valley and Garth Run Road.

With no further comments being brought forth, the public comment opportunity was closed.

3. Constitutional Officers

a. Commissioner of the Revenue: Brian Daniel, Commissioner, was present to provide input on the 2018 personal property assessment values for the County. Highlights focused on revenue pertaining to assessed value, tax amount, percentage change, personal property tax relief assessed amounts and license fee. An increase in assessed values from 2016 to 2017 was due to the NADA property values that was initiated. Trends show an increase in assessment values for automobiles, trailers, and airplanes. The values for merchant's capital inventory and machinery and tools has decreased, which was anticipated (i.e. some major contributors have ceased to operate within the locality); however, the main tax contributing factor within the County shows continued growth. In closing, he noted that the re-evaluation fee for the land use program is \$50.00 (i.e. every six years), and that the reassessment process should be complete within the next 4 to 5 weeks, weather permitting.

b. Treasurer: Stephanie Murray, Treasurer, was present to provide input on the collection/delinquency percentages for the last three (3) tax years of June 30, 2018.

Collection/Delinquency Percentages as of June 30, 2018

Year	Real Estate Assessment	Real Estate Outstanding	Percentage Delinquent	Percentage Collected
2017	11,138,295.35	242,277.75	2.80%	97.20%
2016	11,060,704.50	156,688.76	1.40%	98.60%
2015	10,975,672.74	71,180.08	0.70%	99.30%

Year	Personal Property Assessment	Personal Property	Percentage Delinquent	Percentage Collected
2017	3,874,428.80	171,134.90	4.42%	95.58%
2016	3,567,702.59	82,256.94	2.32%	97.68%
2015	3,360,746.57	66,230.50	1.97%	98.03%

Year	Total Real Estate & P/P	RE & PP Outstanding	Percentage Delinquent	Percentage Collected
2017	15,012,724.15	413,412.65	2.75%	97.25%
2016	14,628,407.09	238,945.70	1.63%	98.37%
2015	14,336,419.31	137,410.58	0.96%	99.04%

Real estate delinquencies have been referred to Sean Gregg for collection. The County has a very good collection rate. Bank liens have also been sent out and has created a positive outcome. If properties are sold (due to delinquent tax collections), the numbers provided will change. Based on General Assembly guidelines, authorization is no longer needed from the County in order to publicize the delinquent tax list for the public.

In closing, she reminded the Board that a trip to Charlotte, NC has been scheduled for tomorrow (to include the County Administrator) to assess the software program being utilized in that locality.

Emergency Management Report:

John Scherer, Emergency Management Services Director, was present to advise that the impending weather forecast anticipates 10+ inches of rain. A meeting was held this morning (i.e. emergency personnel, law enforcement, DSS, etc.) to allow a plan to be formulated within the County. At this time, accurate information isn't available, therefore, staff is working with the forecast that has been provided. Focus is being made on County areas that may need to be targeted for:

- Recommended evacuation
- Mandatory evacuation
- Time frame to cut off any type of evacuation procedures

Sheltering plans (with DSS) have been initiated. Accolades provided to all that have come forth to provide necessities (i.e. food, water, etc.). Efforts are being coordinated with the school system (i.e. closing), and excellent cooperation is being put forth by agencies, departments and citizens. In closing, a meeting will be held tomorrow at 9 a.m. to provide an update, as the storm pattern is constantly changing.

The Board thanked all departments and agencies for their dedication and efforts during this time.

4. County Departments

a. Madison County School Superintendent, Anna Graham: Karen Allen, SB member, was present to introduce and provide an overview of credentials for Ms. Anna Graham, School Superintendent.

Ms. Graham expressed excitement for her new assignment, and thanked Mr. Scherer and Sheriff Weaver for including the school system in the communication loop on the impending weather situation. If the weather pattern continues, school closures will be forthcoming to ensure the safety of the students. Efforts will also be made to ensure that the students and staff routines continue as appropriate. Thus far, the new school year has focused on:

- A new reading program
- Teacher training endeavors (to include focus on special needs' students)
- School Safety (AliCE training)

Familiarization and prioritization of the school's CIP list (i.e. wants vs. needs) is underway; all CIP items will be coded. The school board will hold a work session on 9/25/18. Renovations at the Madison Primary School will begin shortly.

- Supervisor Weakley: Comments focused on appreciation that local schools are fully accredited; funding for special needs; teacher training; welcomed Ms. Graham to the County; excellent communication between county and school system
- Welcomed Ms. Graham to Madison County

b. Director of Emergency Medical Services, Noah Hillstrom: Noah Hillstrom was present and thanked the Board for his new opportunity; expressed accolades to Lewis Jenkins (Former EMS Director) for his service to the citizens of Madison County. Additional highlights focused on:

Hiring a new Lieutenant

Future staff meeting (scheduled for 9/24)

Assessment of trends & future direction for the EMS department

Additionally, he suggested that a joint open house be scheduled (EMS, fire department, volunteer services); thanked the Director of Finance for budgetary input and direction; currently working with emergency services and law enforcement regarding the impending storm situation; conversing with Springstead, Inc., to review EMS technical staffing.

- *Chairman Jackson: Encouraged the scheduling of an open house; referred to EMS hire of multiple positions; emergency staff are an asset to the County; encouraged efforts to help the volunteer squad continue to grow and sustain efficiency emergency services staff is an asset to the community; anticipates that the o*

c. Resolution - Declaration of a Local Emergency: Chairman Jackson referred to the impending storm forecast and the possible impact to the locality. The Resolution was presented for review and adoption.

Supervisor McGhee moved that the Board adopt the Resolution to Declare a Local Emergency, as presented, seconded by Supervisor Foster. Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).

The Director of Emergency Management also noted that in order to request resources from the State, the locality needs to declare a local emergency now; this action will allow the County to move forward without having any delay.

d. Economic Development & Tourism: Tracey Gardner, Director of Economic Development, was present to advise that:

- Taste of the Mountain Festival was a great success
- Social media hits reached 199,000 (up from 28,000)
- Vendors did well during the event
- Boy Scouts & local law enforcement did an excellent job
- Hits for June: 5,000
- Hits for July: 5,800
- Hits for August: 10,5209
- Press release for travel spending for 2017 increased by 2.5% (\$35,000,000.00)
- Burrito Baby has announced plans to close
- Cake Krums now serves coffee

Rappahannock Juvenile Detention Center: Robert Chappell, County liaison, was present to advised that the RJDC true-up hasn't changed; usage for the fiscal year is at \$142,081.82.

The Director of Finance advised that there is \$106,000.00 in the FY19 budget.

Madison County Planning Commission: Nan Coppedge, Commission member, was present and advised that the Commission is currently working on the recodification process and the definition of seasonal/brief usage.

DSS: Valerie Ward, Director of DSS, was present to report that all is going well.

5. Reports from Committees & Organizations:

a. Piedmont Episcopal Church (Festival Permit Request): Susan Kennedy was present on behalf of the Church to provide input on the request to hold a pumpkin festival on October 6th. The Church plans to sell pumpkins, pumpkin treats/crafts, drinks, food, games, music and would like to erect signage at both ends of Rt. 29 Business in order to advertise the upcoming event.

Discussions focused on the requirements for posting signs/banners; permission may be needed from the Town Office. Additional comments focused on the fact that some properties on Main Street are privately owned, and that permission will be needed from them (and not the Town).

After discussion, the Board suggested that Ms. Kennedy work with Tracey Gardner, Economic Development & Tourism and Roger Berry, Director of Facilities, to attain input on the required procedures for posting signs/banners on Rt. 29 Business.

After continued discussion, it was suggested that the Board approve today's request contingent upon approval being attained by other required departments/agencies.

Supervisor Weakley moved that the Board approve the Festival Permit request (presented by the Piedmont Episcopal Church) contingent upon approval by other departments/agencies (i.e. Madison Health Department, Building Department, Madison Sheriff's Department), seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

6. Finance: Mary Jane Costello, Director of Finance/Asst. County Administrator, advised of the following:

a. Claims

\$69,918.03 (9'7'18)

~~\$21,930.61~~ (9'11'18)

\$91,848.64 (Total)

Highlights:

- Workmen's comp figures did increase

Supervisor Foster moved that the Board approve FY19 claims totaling \$91,848.65 as presented, seconded by Supervisor McGhee *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

The Director of Finance also advised that County books will not close until the end of October 2018 to coincide with the audit which will occur in November 2018.

7. Minutes: August 28th (#31) and September 5th (#32), 2018 Meetings

Supervisor Weakley moved that the Board approve the minutes for August 28th (#31) and September 5th (#32), 2018 meetings as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

8. Old Business:

a. Appointment to Boards & Commissions:

i. Madison County Board of Equalization

ii. Madison County Parks & Recreation Authority

Chairman Jackson advised that no applications have been received for either of the aforementioned vacancies. The members were encouraged to recruit and/or all interested citizens to apply. (i.e. PRA - 1 vacancy; Board of Equalization - 5 vacancies).

After discussion, it was the consensus of the Board to re-advertise the vacancies for two (2) more weeks on the County website only.

b. Ratification of Appointments:

i. Director of Emergency Medical Services: The County Administrator advised that the Board will need to take action to consent to the hire of Mr. Noah Hillstrom, effective September 1, 2018, based on a clause in the County's personnel policy.

Supervisor Weakley moved that the Board approve by consent, the recent hire of Mr. Hillstrom as the County's Director of Emergency Medical Services, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

ii. County Attorney: The County Administrator advised of the Board's desire to have a contract negotiated with Mr. Sean Gregg to serve as the County Attorney. The document will need to be ratified and approved as presented.

Chairman Jackson: Advised that questions were brought forth during a closed session regarding the proposed contract
Supervisor Weakley: Focused on the great talent noted in the employment pool; thanked all that applied for the recent County vacancies.

A Madison County lapel pin was presented to Mr. Sean Gregg and Mr. Frank Thomas.

Supervisor McGhee moved that the Board approve the contract between the Madison County Board of Supervisors and Mr. Sean Gregg, to become the County Attorney for Madison County, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

c. Madison PRA (Surplus Vehicle Request): The County Administrator advised that the Madison County PRA has requested a second surplus vehicle (County has approved one [1] vehicle [Ford Explorer (Building)], and they would now like to have the pick-up previously utilized by Animal Control, and plan to relinquish the old vehicle (Ford F-150 pick-up) that is currently being utilized (i.e. pick-up will be used by the Manger; Ford Explorer will be used by Office staff).

Discussions focused on the process for liquidation of surplus vehicles (i.e. advertise on govdeals.com).

Supervisor Hoffman moved that the Board give two (2) surplus vehicles to Madison County PRA, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

9. New Business:

a. Authority to Sell Surplus Property: The County Administrator advised that an issue arose when the timber consultant sent an RFQ; based on research by the County Attorney, it has been noted that timber is considered to be real estate and can't be sold unless the public hearing process is initiated. Other concerns focused on the manner in which the County handles surplus sales, which appear not to be in line with Code of Virginia guidelines. A document was provided for review and discussion on this matter in order to move forward with the sale of surplus items (i.e. vehicles, CES yard sale, etc.). In closing, he suggested that the public hearing on the timber sale be held on October 9th in conjunction with the public hearing pertaining to the Criglersville School property at 6:00 p.m. It was also noted that the issue pertaining to the real estate falls under the State Code and can be initiated without a Board vote; however, the timber sale is a bit different.

The County Attorney explained that the public hearing (for the Criglersville Elementary School) is 'for the dirt', and not 'the antiquities.'

Supervisor Weakley moved that the Board advertise for a public hearing on October 9, 2018 for the consideration of the Surplus Asset Policy.

Supervisor Weakley amended his motion to include to "consider the sale of any timber on the Shelby Road property and the sale at the Criglersville School, seconded by Supervisor Foster. To consider the sale of any timber on the Shelby Road property and the sale at the Criglersville School. Aye: Jackson, Weakley, McGhee, Hoffman. Foster. Nay: (0).

Supervisor Weakley: Questioned 'who' sets the value on the antiquities that will be sold

The County Attorney advised that the County has the authority to sale any personal property as cross referenced in the general state statute under the "Disposition of Surplus Property"; the County is also obliged to follow revisions of said policy. In closing, it was explained that there are some standards in state regulations (regarding online auctions) as to 'how items are advertised for an online auction' (i.e. 'sold to the highest bidder')

Roger Berry, Director of Facilities, was present and indicated that any item that aren't sold will be disposed of accordingly.

Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).

b. Madison Literacy Council: Chairman Jackson advised that the council has asked to be relocated to space next to the Economic Development/Tourism Office; he proposed that the Council be allowed to relocate to the desired space for a charge by way of a six-month automatically renewable lease with a sixty (60) day notification to vacate. The County will also not be responsible for any improvements that are made in the space.

Further discussions focused on:

- County's lease end date for the building
- Council will need to move (as well as the County) once the existing lease ends
- County is paying to rent the building (i.e. should pursue a 'rent to own')
- Space is being used by other entities
- Whether to establish a policy to charge entities for utilization of existing space

Tracey Gardner, Director of Economic Development & Tourism

- *Supervisor Weakley: Suggested the Board consider initiating a lease for one (1) year (for the Council); advised that the Council does provide a service to the citizens; encouraged the Board should have something in writing for everything that's done (to include non-profit organizations)*

Ms. Carter (Madison Literacy Council) was present and advised that (in her opinion), the existing space being used by the Council can't be improved. She further stated that the Council could participate in a long-term plan (to raise funds) in order to attain a modular structure for use.

- Supervisor Hoffman: Referred to the existing financial obligations for the County (i.e. radio purchase, software system, proposed building renovations, etc.); doesn't feel the building (Economic Development & Tourism) is a long-term plan - County already owns several buildings; feels the Arcade Building is an excellent location for tourism

The Director of Economic Development & Tourism advised that she was aware of the Council's request to move into the unused space. Also noted that her office will not fit into the current Arcade Building (i.e. due to certification to have Chamber supplies in place), and a definite lack of storage. The current lease expires 12/31/19 - the owner has to be advised of the County's intentions by 10/31/19. In closing, she advised that she hasn't been given the authority to charge anyone to use any of the rooms for meeting space.

After discussion, it was the consensus of the Board to authorize the County Administrator and the County Attorney to draw up a lease plan for presentation to the Board for review and discussion at the next meeting session. The Board will also need to discuss the future of the Economic Development/Tourism location, and future space utilization.

c. Madison Free Clinic: Supervisor Weakley referred to a recent decision by the Board to terminate the lease with the Madison Health Department (Virginia Department of Health, with the Madison Free Clinic also in the building, under an agreement with the Madison Health Department and not the County. Based upon termination of the existing lease and the fact that the decision causes concern for the free clinic, he suggested the County initiate an agreement to reflect any conditions for use of all County facilities that provide a service to the citizens of Madison County.

After discussion, it was the consensus of the Board to authorize the County Administrator to work with Supervisor Weakley to develop a planned agreement for consideration (for the Madison Free Clinic) at the next meeting session. It was also suggested that the proposed agreement coincide with what has been initiated for the Madison Health Department.

10. Information/Correspondence

a. Status on Projects: The County Administrator provided a document that provided highlights on all open County projects as listed:

- Reassessment
- Recodification
- Driving & Vehicle Use Policy
- Architectural & Engineering Consultant Procurement
- Criglersville Property Personnel Study
- Various Pending Studies Underway and Under Review
 - Solid Waste Management Plan Update
 - Hazard Mitigation Plan
 - Public Safety Radios
 - Emergency Operations Plan
 - Flood Plain Maps
 - Personnel Study
- Emergency Medical Services
- Leathers Lane
- Budgets
- Equal Employment Opportunity Plan
- Plow & Health
- Projects & Priorities List
- Set up for FY20 Budget Process

Updates on the impending storm are being received regularly.

The County Attorney advised that a response has been received from Plow & Hearth's legal counsel regarding the funding.

b. CSB: Supervisor Foster advised that at a recent meeting, it was reported that the Medicaid expansion will result in a state reduction of \$132,725.00. Although there are no anticipated reductions in staff or services, the RRCSB will be composing an action plan within the next two (2) weeks.

The County Administrator advised that Mr. LaGraff is scheduled to attend the next meeting to provide input on his proposed action plan. he Board with his proposed action plan.

Valerie Ward, DSS Director, was present and advised that CSB funding was cut due to the projections that a number of folks being funding for services (through CSB funds) will now be eligible for Medicaid (i.e. individuals between age 19-64 who were never eligible). Medicaid will cover substance abuse services, transportation, and other services beyond what CSB was able to cover.

c. Pre-Application Discussion: Supervisor Weakley suggested that businesses be provided documentation and a clear understanding of what will be needed in order to operate a business in the County and be advised as to what the County can do to help with the initiation of operations.

Tracey Gardner, Director of Economic Development & Tourism, advised that it would be an advantage for her office to have something to provide to potential business owners to advise what they'll need in order to operate in the County.

Charles (Mike) Fisher: Comments regarding the Commission's review of County Ordinances; discussions also focused on what Betty Grayson, Zoning Administrator, and whether Tracey Gardner, Director of Economic Development & Tourism, should be contacted and included

11. Public Comment

Chairman Jackson opened the floor for public comment.

- Charles (Mike) Fisher: Commented on the ordinance regarding 911 addresses

It was advised that the public hearing on the E911 address numbering proposal will be held on October 9, 2018.

- Nan Coppedge: Comments referred to the Madison Literacy Council's need for decent space; favor of developing 'how to' guidelines for future business owners; questioned whether the health department will remain in the County if an alternative space isn't found
- *Chairman Jackson: Advised that the Madison Health Department isn't leaving the locality; current lease is on a month-to-month basis; the County is working to provide an alternative space in the County*
- Aaron Beckwith (Life Scout): Comments referred to the meeting being an educational experience; currently taking Debate classes at PVCC
- Clint Hyde: Questioned if anything more was heard from Hartland College
- *Chairman Jackson: Noted that representatives from Hartland College plans to host a free medical clinic (i.e. medical, dental, vision) in October at their facility in Locust Dale; the Town of Madison has cards for individuals to complete if interested in this service*

With no further public comment(s) being brought forth, Chairman Jackson closed the public comment opportunity.

12. Closed Session (if necessary)

13. Adjourn

With no further action being required, Supervisor Weakley, seconded by Supervisor Foster, Chairman Jackson adjourned tonight's meeting

Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors

Adopted on: September 25, 2018

Copies: Board of Supervisors, County Attorney & Constitutional Officers



Agenda **(Amended)**

Regular Meeting

Madison County Board of Supervisors

Tuesday, September 11, 2018 at 4:00 p.m.

County Administration Building, Auditorium

414 N Main Street, Madison, Virginia 22727

Call to Order

Pledge of Allegiance & Moment of Silence

(Reflection on Anniversary of 9-11 Attack and Robert (Bill) Campbell (former MBOS Member))

1. Determine Presence of a Quorum / Adopt Agenda
2. Public Comment
3. Reports from Constitutional Officers
 - a. Commissioner of the Revenue***
 - b. Treasurer***
4. Reports from County Departments
 - a. Madison County School Superintendent, Anna Graham
 - b. Director of Emergency Medical Services Noah Hillstrom
 - c. Resolution - Declaration of a Local Emergency***
5. Reports from Committees and Organizations

a. Piedmont Episcopal Church (Festival Permit Request)

6. Finance.....Director of Finance/Assistant County Administrator Costello

a. Claims

7. Approval of Minutes: August 28th and September 5th, 2018 Meetings

8. Old Business

a. Appointment to Boards & Committees

i. Madison County Board of Equalization

ii. Madison County Parks & Recreation Authority

b. Appointments

i. Director of Emergency Medical Services

ii. County Attorney

c. Madison Parks & Recreation Authority - Surplus Vehicle Request

9. New Business

a. Authority to Sell Surplus Property.....County Administrator Hobbs

b. Madison Literacy Council.....Supervisor Jackson

c. Madison Free Clinic.....Supervisor Weakley

10. Information/Correspondence

a. Status Report on Projects..... County Administrator Hobbs

b. CSB Supervisor Foster

c. MCPRA VacancyChairman Jackson

11. Public Comment

12. Closed Session (if needed)

13. Adjourn

AMENDMENTS NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT